



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 fax: (517) 373-7615 Web site: courts.mi.gov/mji

TO: Juvenile Probation Officers and Caseworkers

FROM: Peter Stathakis, Program Manager

SUBJECT: Juvenile Probation Officer/Caseworker Certification Examination
Pursuant to Administrative Orders 1985-5 and 1988-3

DATE: May 3, 2007

Michigan Supreme Court Administrative Orders 1985-5 and 1988-3 require a juvenile [court] probation officer/caseworker to complete the Michigan Judicial Institute (MJl) certification training within two years of employment.

The certification process is a two-phased process: Phase I consists of participation in, or waiver of, the MJl "Basic Counseling" seminar. Phase II consists of self-paced study of the MJl *Juvenile Probation Officer/Caseworker Self-Instructional Manual* and satisfactory completion of the certification examination.

The Manual:

The self-instructional manual was revised in March, 2007. If you have a pre-2007 manual, you should request a new manual for your review and use during the examination. Please indicate that on the attached registration form and we will send you a hard copy of the manual.

Examination Dates:

There are two examination dates set for 2007: Friday, July 27, 2007, 9:00 a.m. to 12 noon at the Michigan Hall of Justice, Lansing; **OR**, Friday, August 10, 2007, 9:00 a.m. to 12 noon at the Region IV State Court Administrative Office, Gaylord. You may preregister for either examination by completing the attached form. Travel to and from the examination site, as well as any other expenses, are the responsibility of the participant or his/her funding unit.

Examination Details:

- The examination is "timed." We allow no more than three hours for completion.
- The examination will be "open-book." You may utilize your manual to assist you in answering questions.
- The format for the examination is primarily "true-false," "multiple-choice," and "fill-in-the-blank."
- The examination contains approximately 220 questions.
- There are no grades - it is pass/fail.
- The certification standing committee recommended, and MJl has adopted, a score of 85 percent or better to pass the examination. This is based upon a cumulative score of the entire test.

If you know of other probation officers and/or caseworkers who need to complete the certification process, or have any questions, please contact me at the above address, by telephone at (517) 373-7607, or by e-mail at stathakisp@courts.mi.gov.

Attachment

**Michigan Judicial Institute
Registration Form
Juvenile Law Certification (AO 1985-5 and 1988-3) Examination**

Name: _____

Title: _____

Court: _____

Court Address: _____

Telephone No: _____

E-Mail: _____

- ☐ I have completed (or received a waiver of) the Basic Interviewing and Counseling Seminar.
- ☐ I need a self-instructional manual.
-

I am registering for the examination on (choose only one date):

- ☐ Friday, July 27, 2007, 9:00 a.m. to 12 noon (Lansing)

OR

- ☐ Friday, August 10, 2007, 9:00 a.m. to 12 noon (Gaylord)

If you need accommodation due to a disability, please indicate below:

Required Signatures: ↓

Applicant

Date

Chief Judge or Court Administrator

Date

Please mail or fax registration form to:

**Ms. Anne DeMarco
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909
(517) 373-7615**

REGISTRATION DEADLINE FOR EITHER EXAM: July 20, 2007
